

# STOCKTON UNIFIED SCHOOL DISTRICT

## HEAD START TEACHER (8 Hours)

### DEFINITION

Under the supervision of the Administrator of Early Childhood Education and/or the Site Principal or Senior Program Specialist, the eight (8) hour Head Start Teacher is responsible for the classroom management and supervision of one (1) group (AM, PM, or Duration) of children with the assistance of other team members at the school site or SUSD Head Start location; performs other related work as required.

**EXAMPLE OF DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principal job elements.)**

Provide learning experiences and collect resource materials that contribute to each child's general well-being, growth and development in the affective, cognitive and psycho-motor domains. (E)

Work with other team members in the establishment of a classroom climate that promotes fairness, diversity and respect for students and parents. (E)

Work with other team members in planning daily and weekly lesson plans that create individualized lesson plans for each child. (E)

Take the initiative to become informed regarding early childhood educational philosophies, objectives, curriculum, teaching methods, family engagement strategies per Head Start Performance Standards and Guidelines by attending district and county mandated trainings. (E)

Attend in-services, workshops and staff meetings as assigned. (E)

Work with other team members in maintaining pupil progress records, portfolios, family partnership agreements, and reporting data per Head Start performance standards and guidelines. (E)

Nurture the development of each child's self-control by developing direct and indirect techniques that are supportive, positive and effective with young children. (E)

Work with other team members in arranging and maintaining a clean, organized environment that promotes learning and emotional stability and encourages the development of positive self-image. (E)

Provide for the safety of children and report any hazardous situations or accidents to Site Principal and/or Senior Program Specialist. (E)

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Responsible for care of teaching materials, equipment and supplies and indicate needs to Senior Program Specialist and/or the Site Principal. *(E)*

Prepare and perform student centered parent conferences (2 per school year per student) and home visits (2 per school year per student) with parents per Head Start performance standards and guidelines. *(E)*

Collaborate with social service assistant(s), nurse(s) and other school personnel on an ongoing basis to meet individual needs, further program goals, respond to questions, problem solve, establish and maintain effective parent, community, and school connections. *(E)*

Oversee Parent Committee System to include the Parent and Family engagement services per Head Start performance standards and guidelines. *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

Perform related duties as assigned or directed. *(E)*

### QUALIFICATIONS:

#### Knowledge of:

- Head Start Performance Standards
- Early Childhood Environment Rating Scale-ECERS
- Desired Results Developmental Profile- DRDP
- Classroom Assessment Scoring System- CLASS
- Positive Classroom Management Techniques
- Basic computer programs including word processing, spreadsheet and database applications

#### Ability to:

- Communicate effectively with parents, volunteers, and substitutes in the team situation with a humanistic approach;
- Assess and record child growth and developmental needs;
- Attend evening meetings when required;
- Respect confidentiality of information;
- Demonstrate a willingness to improve professionally by participation in training, professional development, and/or professional coaching
- Support the philosophy of the Stockton Unified School District Early Childhood Education/School Readiness Department;
- Meet the established Head Start grant guidelines and protocol set forth by Head Start;
- Accurately record daily attendance and programmatic reporting requirements.
- Work cooperatively with team members
- Work cooperatively with parents and/or guardians
- Quickly respond to an eloping child

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### Education and Experience:

- Three (3) years of preschool teaching experience
- Possession of a BA Degree with a minimum of a Site Supervisor Permit or an AA degree with the ability to finish a BA within a three (3) year period. Possession of a Program Director Permit (preferred).

### License and Certificate:

- Possession of current CPR/First Aid Certificate

### WORKING CONDITIONS:

#### ENVIRONMENT:

Preschool Classroom, Family Homes, Community Centers

#### HAZARDS:

The employee may be exposed to blood-borne pathogens and bodily fluids.

#### PHYSICAL DEMANDS:

- Dexterity of hands and fingers to care for preschoolers.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- See to read a variety of materials, screen student health conditions and effectively supervise preschoolers.
- Frequently bend/stoop to interact with preschoolers.
- Occasionally squat, crouch, crawl or kneel.
- Reach overhead, above the shoulders and horizontally to retrieve supplies and interact with preschoolers.
- Stand/walk frequently for extended periods of time.
- Occasionally lift up to 50 lbs. overhead (with assistance)
- Occasionally lift up to 20 lbs. above shoulder height.
- Occasionally lift up to 40 lbs. from knee to waist; and from floor to knee.
- Occasionally lift and carry up to 20 lbs.
- Occasionally push/pull up to 25 lbs.
- Occasional firm grasping with hands.
- Occasional simple grasping with hands.
- Frequent head/neck flexion and rotation to observe preschoolers.

### Salary Placement

Incremental Salary Schedule

Bargaining Unit: STA

Work year: 187 days

Board Approval Date:

1/30/2024